



**STATE OF CONNECTICUT**  
**DEPARTMENT OF PUBLIC SAFETY**  
**DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES**

**TO:** Applicant for the Pre-Licensure Program

**FROM:** Office of Education and Data Management

**SUBJECT:** **Building Code Enforcement**  
**Pre-Licensure Program Application**

This information has been developed by the Department of Public Safety Division of Fire, Emergency and Building Services, Office of Education and Data Management, to provide definitions, application and regulations for the building code enforcement pre-licensure program.

The pre-licensure program was developed to assist qualified candidates in examination preparation. This program is made possible through the Code Training and Education Fund.

Satisfactory completion of all required modules, maintaining a passing cumulative grade point average for the licensure classification, and, obtaining a passing score on the final examination shall be required prior to issuance of a license.

**EVENING PROGRAM** - **APPLICATION DEADLINE: AUGUST 4, 2006**

**Training Program Dates: September 12, 2006 – April 8, 2008**

**Classes are held two evenings per week, Tuesdays and Thursdays, from 6:00 p.m. through 9:00 p.m. Classes are not scheduled on Holidays or during the summer months of June, July and August.**

(Subject to change for inclement weather.)

**DAY PROGRAM** - **APPLICATION DEADLINE: NOVEMBER 6, 2006**

**Training Program Dates: September 12, 2006 – April 8, 2008**

**Classes are held three days per week, Mondays, Wednesdays and Fridays, from 8:30 a.m. through 4:00 p.m. Classes are not scheduled on Holidays.**

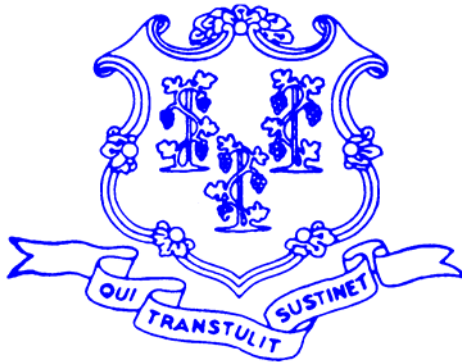
(Subject to change for inclement weather.)

Please type or print the application clearly in its entirety; any missing information may result in delays or prevent admittance to the pre-licensure program. **Mail only** the completed **Application Form** and any required documentation to:

CT Department of Public Safety  
Office of Education and Data Management, 3-C  
1111 Country Club Road  
Middletown, CT 06457-2389  
**Attention: Licensure Application Section**

If there are any questions, please contact the Office of Education and Data Management at (860) 685-8912 / 8330.

**State of Connecticut**  
**Building Code Enforcement**  
**Pre-Licensure Program**



# Application

Department of Public Safety  
Division of Fire, Emergency & Building Services  
Office of State Building Inspector  
Office of Education & Data Management  
1111 Country Club Road  
Middletown, Connecticut 06457

TELEPHONE: (860) 685-8912 / 8330  
FAX: (860) 685-8611

WEBSITE: [www.ct.gov/dps](http://www.ct.gov/dps)

This Program is made possible through the Code Training and Education Fund.  
Revenue for the fund comes from assessments on building permits.



**STATE OF CONNECTICUT**  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES

**Building Code Enforcement Pre-Licensure Program**

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## **INTRODUCTION**

The Office of Education & Data Management in cooperation with the Office of the State Building Inspector is responsible for the administration of the Building Code Official Licensure. This includes the administration of the licensure examination and training process for Building Officials, Assistant Building Officials and all other classifications of building code enforcement licensure.

The following licensure information and application form are provided to assist individuals interested in becoming licensed in the State of Connecticut under one of the following nine classifications:

Building Official  
Assistant Building Official  
Residential Building Inspector  
Plan Review Technician  
Mechanical Inspector  
Electrical Inspector  
Plumbing Inspector  
Heating & Cooling Inspector  
Construction Inspector

## **OVERVIEW OF REQUIREMENTS**

The requirements for Building Code Enforcement Licensure are established under the Connecticut General Statutes 29-262 and the Department of Public Safety's Administrative Regulations.

The Office of Education & Data Management has developed a pre-licensure training program to assist qualified candidates in licensure examination preparation.

Individuals should complete the enclosed application for the Pre-Licensure training program with examination and submit it to the Office of Education and Data Management prior to the application deadline in order to be considered for the pre-licensure program. Program information, application and schedules are also included in this package.

## **APPLICATION PROCESS**

### **FORMS**

An application form must be submitted to the Office of Education & Data Management. Municipal employees meeting the requirements for Building Code Enforcement Licensure will be given preference for admittance into the pre-licensure program. The State Building Inspector and the Director of Education & Data Management will be the final decision-makers on admittance into the program.

### **ACCEPTANCE LETTER**

Applicants accepted into the program will receive a written letter of acceptance from the Office of Education and Data Management. This letter will include the individual's identification number, registration information, class dates and times with directions to class facilities.

## ATTENDANCE MATRIX

**Evening Program 09/12/06 – 04/08/08**

PROGRAMS		# EVENINGS FOR LICENSE CATEGORY								
Session #	Program Course Title	BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
<b>2003 INTERNATIONAL BUILDING CODE SECTION</b>										
1-101	Introduction, Basics Of Inspection	4	4	4	4	4	4	4	4	4
1-102	State Building Code, IBC Administration	2	2	2	2	2	2	2	2	2
1-103	IBC Fundamentals	4	4	4				4		
1-104	Fire Protection Systems	4	4	4		4			4	
1-105	Means Of Egress	2	2	2				2		
1-106	Accessibility	4	4							
1-107	Non-Structural Plan Review	6	6	6				6		
1-108	Structural Plan Review	4	4	4				4		
1-109	Special Inspections	2	2					2		
1-110	IEBC & Chapter 34 Of The IBC	4	4	4				4		
1-111	State Building Code Inspection Techniques	2	2					2		
<b>Total Building Section Evenings = 38</b>		<b>38</b>	<b>38</b>	<b>30</b>	<b>6</b>	<b>10</b>	<b>6</b>	<b>30</b>	<b>10</b>	<b>6</b>
<b>2003 INTERNATIONAL RESIDENTIAL CODE Section</b>										
1-201	State Building Code, IRC Administration	2	2	2	2	2	2	2	2	2
1-202	IRC Fundamentals	4	4	4	4			4		
1-203	IRC Mechanical Inspection	6	6		6	6				6
1-204	IRC Plumbing Inspection	6	6		6	6			6	
1-205	Introduction to IRC Electrical Inspection	4	4	4	4		4			
1-206	IRC Electrical Inspection	8	8	8	8		8			
1-207	IRC Plan Review	4	4	4	4			4		
1-208	IRC Inspection Techniques	6	6		6			6		
<b>Total Residential Section Evenings = 40</b>		<b>40</b>	<b>40</b>	<b>22</b>	<b>40</b>	<b>14</b>	<b>14</b>	<b>16</b>	<b>8</b>	<b>8</b>
<b>2003 INTERNATIONAL MECHANICAL CODE SECTION</b>										
1-301	International Mechanical Code	4	4	4		4				4
1-302	International Residential Mechanical Inspection	2	2			2				2
<b>Total Mechanical Section Evenings = 6</b>		<b>6</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

Continued on next page

**Attendance Matrix Evening Program - continued -**

Session #	Program Course Title	BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
<b>2003 INTERNATIONAL PLUMBING CODE Section</b>										
1-401	International Plumbing Code	4	4	4		4			4	
1-402	Plumbing Code Inspection Techniques	2	2			2			2	
<b>Total Plumbing Section Evenings = 6</b>		<b>6</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>
<b>2005 NATIONAL ELECTRICAL CODE SECTION</b>										
1-501	National Electrical Code, Part 1	8	8	8			8			
1-502	National Electrical Code, Part 2	4	4	4			4			
1-503	Electrical Plan Review	4	4	4			4			
<b>Total Electrical Section Evenings = 16</b>		<b>16</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2003 OTHER INTERNATIONAL CODE SECTION</b>										
1-601	International Energy Conservation Code	4	4	4	4	4	4	4	4	4
<b>Maximum Other Code Section Evenings = 4</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>TOTAL PROGRAM EVENINGS MAXIMUM OF = 110</b>		<b>110</b>	<b>110</b>	<b>80</b>	<b>50</b>	<b>40</b>	<b>40</b>	<b>50</b>	<b>28</b>	<b>24</b>

**ATTENDANCE MATRIX**  
**Day Program - 01/03/07 – 05/23/07**

<b>Building Code Enforcement Pre-Licensure Program</b>										
<b>PROGRAMS</b>				<b># DAYS FOR LICENSE CATEGORY</b>						
<b>Session #</b>	<b>Program Course Title</b>	<b>BO</b>	<b>ABO</b>	<b>PRT</b>	<b>RBI</b>	<b>MI</b>	<b>EI</b>	<b>CI</b>	<b>PI</b>	<b>HCI</b>
<b>2003 INTERNATIONAL BUILDING CODE SECTION</b>										
1-101	Introduction, Basics Of Inspection	2	2	2	2	2	2	2	2	2
1-102	State Building Code, IBC Administration	1	1	1	1	1	1	1	1	1
1-103	IBC Fundamentals	2	2	2				2		
1-104	Fire Protection Systems	2	2	2		2			2	
1-105	Means Of Egress	1	1	1				1		
1-106	Accessibility	2	2							
1-107	Non-Structural Plan Review	3	3	3				3		
1-108	Structural Plan Review	2	2	2				2		
1-109	Special Inspections	1	1					1		
1-110	IEBC & Chapter 34 Of The IBC	2	2	2				2		
1-111	State Building Code Inspection Techniques	1	1					1		
<b>Total Building Section days = 19</b>		<b>19</b>	<b>19</b>	<b>15</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>15</b>	<b>5</b>	<b>3</b>
<b>2003 INTERNATIONAL RESIDENTIAL CODE Section</b>										
1-201	State Building Code, IRC Administration	1	1	1	1	1	1	1	1	1
1-202	IRC Fundamentals	2	2	2	2			2		
1-203	IRC Mechanical Inspection	3	3		3	3				3
1-204	IRC Plumbing Inspection	3	3		3	3			3	
1-205	Introduction to IRC Electrical Inspection	2	2	2	2		2			
1-206	IRC Electrical Inspection	4	4	4	4		4			
1-207	IRC Plan Review	2	2	2	2			2		
1-208	IRC Inspection Techniques	3	3		3			3		
<b>Total Residential Section days = 20</b>		<b>20</b>	<b>20</b>	<b>11</b>	<b>20</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>4</b>
<b>2003 INTERNATIONAL MECHANICAL CODE SECTION</b>										
1-301	International Mechanical Code	2	2	2		2				2
1-302	International Residential Mechanical Inspection	1	1			1				1
<b>Total Mechanical Section days = 3</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

Continued on next page



**Attendance Matrix Day Program - continued –**

Session #	Program Course Title	BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
<b>2003 INTERNATIONAL PLUMBING CODE Section</b>										
1-401	International Plumbing Code	2	2	2		2			2	
1-402	Plumbing Code Inspection Techniques	1	1			1			1	
<b>Total Plumbing Section days = 3</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>2005 NATIONAL ELECTRICAL CODE SECTION</b>										
1-501	National Electrical Code, Part 1	4	4	4			4			
1-502	National Electrical Code, Part 2	2	2	2			2			
1-503	Electrical Plan Review	2	2	2			2			
<b>Total Electrical Section days = 8</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2003 OTHER INTERNATIONAL CODE SECTION</b>										
1-601	International Energy Conservation Code	2	2	2	2	2	2	2	2	2
<b>Maximum Other Code Section Days = 2</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL PROGRAM DAYS MAXIMUM OF = 55</b>										
		<b>55</b>	<b>55</b>	<b>40</b>	<b>25</b>	<b>20</b>	<b>20</b>	<b>25</b>	<b>14</b>	<b>12</b>

## COURSE DESCRIPTIONS - Applicable To Both Evening and Day Classes

<b>Building Module</b> is based on the 2003 International Building Code portion of the State Building Code	
SESSION #	MODULE COURSE DESCRIPTION
1-101	<b>Introduction, Basics of Inspection ICC</b> (Basic Code Enforcement) this session is an introduction to the administrative and technical aspects of code enforcement.
1-102	<b>State Building Code and the ICC 2003 International Building Code (IBC)</b> This session is divided into multiple topics that over-view the 2003 International Building Code Administration section
1-103	<b>Fundamentals of the (IBC)</b> this session is an overview and introduction to provide a firm base for correct use and application of the IBC
1-104	<b>Fire Protection System session helps participants understand the requirements contained in Chapter 9 and other applicable sections of the 2003 International Building Code relating to fire protection systems. (Sprinkler &amp; Alarms)</b>
1-105	<b>Means of Egress Problems in Commercial Structures (ICC)</b> provides participants an opportunity to apply their knowledge about egress and develop their problem solving skills using construction documents and problem scenarios..
1-106	<b>Accessibility</b> explains the IBC and ANSI standards which enable people with disabilities to use buildings of all types.
1-107	<b>Nonstructural Plan Review</b> session provides step-by-step procedures for reviewing construction documents for compliance with code.
1-108	<b>Structural Plan Review</b> session presents the ICC method for reviewing construction documents for compliance with code.
1-109	<b>Special Inspections</b> presents the ICC procedures for the special inspection program in a step-by-step process.
1-110	<b>IEBC &amp; Chapter 34 of the IBC</b> provides a step-by-step application for the building official for application and enforcement.
1-111	<b>ICC/State Building Code Inspection Techniques</b> provides step-by-step procedures performed when conducting building inspection to determine compliance with the State Building Code and CT supplement.

<b>Residential Module</b> is based on the 2003 International Residential Code portion of the State Building Code	
SESSION #	MODULE COURSE DESCRIPTION
1-201	<b>State Building Code and the ICC 2003 International Residential Code (IRC)</b> This session is an introduction to the State Building Code focusing on the ICC 2003 International Residential code. This module is delivered to all Code Enforcement Disciplines.
1-202	<b>Fundamentals of the IRC</b> this session is an overview and introduction to provide a firm base for correct use and application of the IRC
1-203	<b>IRC Mechanical Inspection</b> explains the tasks performed by a residential <u>mechanical</u> inspector to verify that a one and two family dwelling complies with code.
1-204	<b>IRC Plumbing Inspection</b> explains the tasks performed by a residential <u>plumbing</u> inspector to verify that a one and two family dwelling complies with code.
1-205	<b>Introduction to Residential Electrical Inspection</b> explains and identifies basic electrical terminology based upon the 2005 National Electrical Code (NEC) and the 2003 IRC necessary to initiate basic <u>electrical</u> inspection of one & two family dwellings.
1-206	<b>Residential Electrical Inspection</b> based on Part VIII of the 2003 International Residential Code that explains the installation and inspection of <u>electrical</u> systems in new one and two family dwellings.
1-207	<b>Residential Plan Review</b> provides a procedure for reviewing residential building plans and specifications.
1-208	<b>Performing IRC Building Inspection</b> provides step-by-step procedures to follow when conducting residential building inspection.

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**Course Descriptions – continued -**

<b>MECHANICAL Module</b> is based on the 2003 International Mechanical Code (IMC) portion of the State Building Code	
<b>SESSION #</b>	<b>MODULE COURSE DESCRIPTIONS</b>
1-301	<b>Overview - International Mechanical Code 2003</b> assists code officials in locating, describing and applying code requirements of the IMC to determine compliance or noncompliance
1-302	<b>Mechanical Inspection II (advanced applications of the IMC)</b> describes code requirements for mechanical inspection tasks according to the 2003 International Mechanical Code. Applying checklists to drawing installations practices inspection tasks and steps.

<b>PLUMBING Module</b> is based on the 2003 International Plumbing Code (IPC) portion of the State Building Code	
<b>SESSION #</b>	<b>MODULE COURSE DESCRIPTIONS</b>
1-401	<b>Overview - International Plumbing Code 2003</b> assists code officials in locating, describing and applying code requirements of the 2003 International Plumbing Code to determine compliance or noncompliance.
1-402	<b>Plumbing Installations Based on the 2003 IPC</b> provides step-by-step procedures performed when conducting plumbing inspection to determine compliance with the 2003 International Plumbing Code.

<b>2005 NATIONAL ELECTRICAL CODE Module</b> based upon <b>2005 NFPA 70</b>	
<b>Session #</b>	<b>MODULE COURSE DESCRIPTIONS</b>
1-501	<b>National Electrical Code 2005 Part I</b> is based upon the 2005 NEC and explains the installation requirements for electrical wiring, protection, methods and materials in new and existing structures.
1-502	<b>National Electrical Code 2005 Part II</b> is based upon the 2005 NEC and explains the installation requirements for electrical equipment for special occupancies, special equipment, special conditions and communication systems in new and existing structures.
1-503	<b>Electrical Plan Review</b> teaches basic methods for reviewing construction documents for compliance with the electrical requirements of the 2005 NEC

<b>OTHER 2003 INTERNATIONAL CODES Module</b> based upon <b>2003 IECC</b>	
<b>SESSION #</b>	<b>MODULE COURSE DESCRIPTIONS</b>
1-601	<b>International Energy Conservation Code 2003</b> provides a chapter-by-chapter explanation of application of the (IECC) from Residential and Commercial applications. Including a look at the use of REScheck & COMcheck software.

CT DEPARTMENT OF PUBLIC SAFETY  
 OFFICE OF EDUCATION AND DATA MANAGEMENT, 3-C  
 BCEO PRE-LICENSURE APPLICATION SECTION  
 1111 COUNTRY CLUB RD.  
 MIDDLETOWN, CT 06457-2389  
 TELEPHONE: (860) 685-8912 / 8330  
 FAX: (860) 685-8611  
 WEBSITE: www.ct.gov/dps

FOR OFFICE USE ONLY

**APPLICATION FOR BUILDING CODE ENFORCEMENT LICENSURE  
 THROUGH THE PRE-LICENSURE PROGRAM  
 WITH EXAMINATION**

**PROGRAM APPLYING FOR: (Check only one) ☐ **EVENINGS** ☐ **DAYS****

PLEASE TYPE OR PRINT CLEARLY. COMPLETE APPLICATION IN ITS ENTIRETY. ANY MISSING INFORMATION MAY RESULT IN DELAYS/DENIAL OF ADMITTANCE TO THE BUILDING CODE ENFORCEMENT PRE-LICENSURE TRAINING PROGRAM. RETURN COMPLETED APPLICATION TO THE ABOVE ADDRESS.

APPLICANT'S LEGAL LAST NAME	FIRST NAME	MIDDLE NAME	APPLICATION DATE
MAILING ADDRESS	TOWN	STATE	ZIP CODE
*SOCIAL SECURITY NUMBER (SEE BELOW)	<b><u>DAY</u> PHONE NUMBER / EXTENSION</b>		
WORK PHONE NUMBER / EXTENSION	<b>CELL PHONE / PAGER NUMBER</b>		
HOME PHONE NUMBER	<b>E – MAIL ADDRESS - Please type or print clearly</b>		

\* Pursuant to federal law, you are not required to disclose your social security number. However, the Office of Education and Data Management utilizes social security numbers as unique sources of identification. Should you decide to provide your social security number, it will be used for identification purposes only, including the recording and retrieval of information relative to the accumulation of continuing education credits.

**LICENSURE APPLYING FOR:** (Check only one per Application)

☐ **BUILDING OFFICIAL**

☐ **PROVISIONAL BUILDING OFFICIAL** Check here only if you are to be appointed as a **Provisional** Building Official. Attach a letter from the appointing authority stating the date to be appointed as "Provisional Building Official."

☐ **ASSISTANT BUILDING OFFICIAL**

☐ **MECHANICAL INSPECTOR** (Includes Plumbing, Heating & Cooling)

☐ **RESIDENTIAL BUILDING INSPECTOR**

☐ **ELECTRICAL INSPECTOR**

☐ **PLAN REVIEW TECHNICIAN**

☐ **PLUMBING INSPECTOR**

☐ **HEATING AND COOLING INSPECTOR**

☐ **CONSTRUCTION INSPECTOR**

**EDUCATIONAL BACKGROUND**

List in this order: High school, college, graduate school, and non-credit, code related courses.

<b>HIGH SCHOOL</b>	NAME OF HIGH SCHOOL				
	ADDRESS		TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO		
	DATE SUCCESSFULLY COMPLETED		DEGREE/CERTIFICATE EARNED		
	IF VOCATIONAL /TECHNICAL SCHOOL, NAME THE DISCIPLINE (i.e. PLUMBING, ELECTRICAL)				

<b>COLLEGE</b>	NAME OF COLLEGE				
	ADDRESS		TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO		
	DATE SUCCESSFULLY COMPLETED		DEGREE/CERTIFICATE EARNED (EXAMPLE: CIVIL ENGINEERING)		

<b>GRADUATE SCHOOL</b>	NAME OF GRADUATE SCHOOL				
	ADDRESS		TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO		
	DATE SUCCESSFULLY COMPLETED		DEGREE/CERTIFICATE EARNED		

<b>CODE RELATED COURSE</b>	NAME OF SCHOOL				
	ADDRESS		TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO		
	DATE SUCCESSFULLY COMPLETED		DEGREE/CERTIFICATE EARNED (EXAMPLE: CARPENTRY)		

<b>CODE RELATED COURSE</b>	NAME OF SCHOOL				
	ADDRESS		TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO		
	DATE SUCCESSFULLY COMPLETED		DEGREE/CERTIFICATE EARNED (EXAMPLE: CARPENTRY)		

NOTE: USE ADDITIONAL SHEETS IF NECESSARY.

**CURRENT CERTIFICATION/LICENSE**

Complete the following if you are currently licensed by this office or registered, licensed or certified as an Architect, Engineer, Contractor, Electrical, HVAC, Plumbing, etc..

**A copy of your license(s) must be attached to the Application.**

TYPE OF LICENSE/CERTIFICATE	NUMBER
STATE	DATE WHEN FIRST ISSUED

TYPE OF LICENSE/CERTIFICATE	NUMBER
STATE	DATE WHEN FIRST ISSUED

TYPE OF LICENSE/CERTIFICATE	NUMBER
STATE	DATE WHEN FIRST ISSUED

HAS LICENSE/CERTIFICATION EVER BEEN SUSPENDED OR REVOKED? <input type="checkbox"/> NO <input type="checkbox"/> YES*	
*IF YES: COMPLETE THE FOLLOWING:	
TYPE OF LICENSE/CERTIFICATE	NUMBER
STATE	DATE SUSPENDED/REVOKED:
IF YES, PLEASE SUPPLY SPECIFIC REASONS:	
<hr/>	

**BUILDING CONSTRUCTION RELATED AFFILIATIONS**

List below organizations, committees, associations, etc., in which you have participated.

NAME OF ORGANIZATION, COMMITTEE, ASSOCIATION	DATES (MO/YR) FROM                      TO
PRINCIPAL ACTIVITIES	
OFFICE HELD	

NAME OF ORGANIZATION, COMMITTEE, ASSOCIATION	DATES (MO/YR) FROM                      TO
PRINCIPAL ACTIVITIES	
OFFICE HELD	

NOTE: USE ADDITIONAL SHEETS IF NECESSARY.

**TECHNICAL EXPERIENCE**

List all **FULL TIME** and **PART TIME** positions held over the last ten years in chronological order with the most recent first. If **PART TIME**, indicate hours worked.

1. OFFICIAL JOB TITLE			DATES OF EMPLOYMENT(MO/YR) FROM TO		
WORK <b>YOU</b> PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):					
HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME    IF PART TIME, NUMBER HOURS WORKED PER WEEK:					
EMPLOYER'S BUSINESS NAME		STREET ADDRESS		TOWN	STATE    ZIP CODE
TYPE OF BUSINESS			EMPLOYER'S TELEPHONE NUMBER		
NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)			SUPERVISOR'S TELEPHONE NUMBER		
IMMEDIATE SUPERVISOR'S ADDRESS			TOWN	STATE	ZIP CODE
DESCRIBE DUTIES PERFORMED BY YOU - <b><u>IN DETAIL</u></b>					

2. OFFICIAL JOB TITLE			DATES OF EMPLOYMENT(MO/YR) FROM TO		
WORK <b>YOU</b> PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):					
HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME    IF PART TIME, NUMBER HOURS WORKED PER WEEK:					
EMPLOYER'S BUSINESS NAME		STREET ADDRESS		TOWN	STATE    ZIP CODE
TYPE OF BUSINESS			EMPLOYER'S TELEPHONE NUMBER		
NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)			SUPERVISOR'S TELEPHONE NUMBER		
IMMEDIATE SUPERVISOR'S ADDRESS			TOWN	STATE	ZIP CODE
DESCRIBE DUTIES PERFORMED BY YOU - <b><u>IN DETAIL</u></b>					

NOTE: USE ADDITIONAL SHEETS IF NECESSARY.

**SECTION III - 12**

**TECHNICAL EXPERIENCE**

List all **FULL TIME** and **PART TIME** positions held over the last ten years in chronological order with the most recent first. If **PART TIME**, indicate hours worked.

3. OFFICIAL JOB TITLE			DATES OF EMPLOYMENT(MO/YR) FROM TO		
WORK <b>YOU</b> PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):					
HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME    IF PART TIME, NUMBER HOURS WORKED PER WEEK:					
EMPLOYER'S BUSINESS NAME		STREET ADDRESS		TOWN	STATE    ZIP CODE
TYPE OF BUSINESS			EMPLOYER'S TELEPHONE NUMBER		
NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)			SUPERVISOR'S TELEPHONE NUMBER		
IMMEDIATE SUPERVISOR'S ADDRESS			TOWN	STATE	ZIP CODE
DESCRIBE DUTIES PERFORMED BY YOU – <b><u>IN DETAIL</u></b>					

4. OFFICIAL JOB TITLE			DATES OF EMPLOYMENT(MO/YR) FROM TO		
WORK <b>YOU</b> PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):					
HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME    IF PART TIME, NUMBER HOURS WORKED PER WEEK:					
EMPLOYER'S BUSINESS NAME		STREET ADDRESS		TOWN	STATE    ZIP CODE
TYPE OF BUSINESS			EMPLOYER'S TELEPHONE NUMBER		
NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)			SUPERVISOR'S TELEPHONE NUMBER		
IMMEDIATE SUPERVISOR'S ADDRESS			TOWN	STATE	ZIP CODE
DESCRIBE DUTIES PERFORMED BY YOU – <b><u>IN DETAIL</u></b>					

NOTE: USE ADDITIONAL SHEETS IF NECESSARY.



**REFERENCES**

**List the names of three (3) persons familiar with your educational background and/or experience and who are associated with the construction industry and are not related to you. Do not name a member of the Codes and Standards Committee or the State Building Inspector.**

NAME		TELEPHONE NUMBER	
ADDRESS	TOWN	STATE	ZIP CODE
RELATION TO APPLICANT: <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY)			

NAME		TELEPHONE NUMBER	
ADDRESS	TOWN	STATE	ZIP CODE
RELATION TO APPLICANT: <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY)			

NAME		TELEPHONE NUMBER	
ADDRESS	TOWN	STATE	ZIP CODE
RELATION TO APPLICANT: <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY)			

**AFFIDAVIT**

I certify that, to the best of my knowledge and belief, the foregoing statements are true and made in good faith.

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Applicant's Signature

---

Date



**Building Code Enforcement Pre-Licensure Program**

**APPLICANT CHECKLIST**

**Note:** *To ensure that you have completed all of the required forms please use this checklist.*

<b>✓ APPLICATION FORM</b>	
	<b>Completed six-page Application in its Entirety</b>
	<b>Signed Application</b>
	<b>Attached Copies of Current Certifications and Licenses</b>
	<b>Mailed to: CT Department of Public Safety Office of Education and Data Management, 3-C 1111 Country Club Road Middletown, CT 06457-2389 <u>Attention: Licensure Application Section</u></b>

**Note:** **Keep Packet and copies of submittals for your reference.**

**Connecticut General Statutes – Section 29-261**  
**Qualifications for**  
**Building Officials and Assistant Building Officials**

Section 29-261, of the Connecticut General Statutes, pertains to the **minimum qualifications** of building officials and assistant building officials. The following excerpt of the statute is provided for your convenience.

**Sec. 29-261. (Formerly Sec. 19-397). Qualifications of building officials and assistant building officials. Powers and duties.** (a) The **building official**, to be eligible for appointment, shall have had at least **five years' experience** in construction, design or supervision, and, **assistant building officials** shall have had at **least three years' experience** in construction, design or supervision, or equivalent experience as determined by the Commissioner of Public Safety. They shall be generally informed on the quality and strength of building materials, on the accepted requirements of building construction, on the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically disabled, on good practice in fire prevention, on the accepted requirements regarding light and ventilation, on the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants and shall be certified under the provisions of section 29-262.

*(Effective October 1, 2002)*

**DEPARTMENT OF PUBLIC SAFETY**

**REGULATIONS REGARDING BUILDING OFFICIAL LICENSURE**

**Sec. 29-262-1b. Classes of licensure**

The classes of licensure are as follows:

- (1) Building official;
- (2) Assistant building official;
- (3) Residential building inspector;
- (4) Plan review technician;
- (5) Mechanical inspector;
- (6) Electrical inspector;
- (7) Plumbing inspector;
- (8) Heating and cooling inspector; and
- (9) Construction inspector.

*(Effective March 27, 2003)*

**Sec. 29-262-2b. Building official duties, minimum qualifications and continuing education requirement**

- (a) The duties and minimum qualifications of a building official are as set forth in section 29-261 of the Connecticut General Statutes.
- (b) Continuing education requirements applicable to a building official are as set forth in subsection (b) of section 29-262 of the Connecticut General Statutes.

*(Effective March 27, 2003)*

**Sec. 29-262-3b. Provisional building official appointments**

- (a) The duties of a provisional building official are as set forth in subsection (a) of section 29-262 of the Connecticut General Statutes.
- (b) The minimum qualifications that shall be demonstrated prior to appointment as a provisional building official are as follows:
- (1) The appointee shall have had at least five years of experience in construction, design or supervision;
  - (2) The appointee shall be generally informed regarding the quality and strength of building materials;
  - (3) The appointee shall be generally informed regarding the accepted requirements of building construction;
  - (4) The appointee shall be generally informed regarding the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically handicapped;
  - (5) The appointee shall be generally informed regarding good practice in fire prevention;
  - (6) The appointee shall be generally informed regarding the accepted requirements for light and ventilation;
  - (7) The appointee shall be generally informed regarding the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants; and
  - (8) Prior to appointment, a candidate shall have filed an application for licensure as a building official with the state building inspector.
- (c) Not later than ninety (90) days after appointment as a provisional building official, such provisional building official shall have passed the state test for licensure as a building official. In the event that a provisional building official does not become licensed as a building official within the ninety (90) days after appointment as a provisional building official, the provisional appointment shall lapse and the appointee shall be ineligible for reappointment as a provisional building official by the original appointing authority.

*(Effective March 27, 2003)*

**Sec. 29-262-4b. Assistant building official duties and minimum qualifications**

The duties and minimum qualifications of an assistant building official are as set forth in subsection (a) of section 29-261 of the Connecticut General Statutes.

*(Effective March 27, 2003)*

**Sec. 29-262-5b. Residential building inspector - minimum qualifications**

- (b) The minimum qualifications of a residential building inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of least five (5) years of experience in the construction, design or supervision of the construction of one- and two-family detached dwellings and one-family townhouses;
  - (3) Be generally informed regarding the quality and strength of building materials, the accepted requirements of building construction, the accepted requirements for light and ventilation, the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants of one- and two-family detached dwellings and one-family townhouses and their accessory structures; and
  - (4) Demonstration of the following:
    - (A) Ability to read and interpret plans and specifications of one- and two-family detached dwellings and one-family townhouses and their accessory structures;
    - (B) Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family detached dwellings and one-family townhouses and their accessory structures; and
    - (C) Ability to express oneself clearly and concisely both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-6b. Plan review technician - minimum qualifications**

- (b) The minimum qualifications of a plan review technician are as follows:
- (1) Completion of high school, vocational school or the equivalent ;
  - (2) Possession of three (3) years of experience in the fields of building construction or code interpretation or enforcement; and
  - (3) Demonstration of the following:
    - (A) Thorough knowledge of applicable codes, referenced standards and other regulations;
    - (B) Ability to read and interpret plans and specifications;
    - (C) Knowledge of building construction materials and the principles, practices and methods of building design;
    - (D) Ability to examine and make recommendations on plans submitted for approval; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-7b. Mechanical inspector - minimum qualifications**

- (b) The minimum qualifications of a mechanical inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of either a valid P-1 "Unlimited Contractor" or P-2 "Unlimited Journeyman" license **and** either a valid S-1 "Unlimited Contractor" or S-2 "Unlimited Journeyman" license;
  - (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of materials and methods used in the installation of plumbing, heating, air conditioning and refrigeration installations;
    - (B) Thorough knowledge of the applicable plumbing and mechanical codes, referenced standards and other regulations;
    - (C) Ability to read and interpret plans and specifications;
    - (D) Ability to diagnose violations, hazards, and unsafe or unsanitary conditions caused by faulty materials or poor workmanship in new or existing mechanical installations; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-8b. Electrical inspector - minimum qualifications**

- (b) The minimum qualifications of the electrical inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid E-1 "Unlimited Contractor" license **or** an E-2 "Unlimited Journeyman" license **for not less than two (2) years**;
  - (3) Maintenance or improvement of the trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of the methods, materials and techniques of the electrical trade;
    - (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (C) Ability to diagnose violations, unsafe conditions and hazards in new and existing electrical installations;
    - (D) Ability to read and interpret plans and specifications; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-9b. Plumbing inspector - minimum qualifications**

- (b) The minimum qualifications of a plumbing inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid P-1 "Unlimited Contractor" license **or** a P-2 "Unlimited Journeyman" license **for a minimum of two (2) years**;
  - (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (B) Thorough knowledge of methods, materials and techniques of plumbing installations;
    - (C) Ability to diagnose plumbing code violations, hazards, unsafe conditions and unsanitary conditions in new and existing plumbing installations;
    - (D) Ability to read and interpret plans and specifications; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-10b. Heating and cooling inspector - minimum qualifications**

- (b) The minimum qualifications of a heating and cooling inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid S-1 "Unlimited Contractor" license **or** an S-2 "Unlimited Journeyman" license **for a minimum of two (2) years**;
  - (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (B) Thorough knowledge of the methods and materials used in the installation of heating, refrigeration, ventilation and air conditioning systems;
    - (C) Knowledge of steam fitting;
    - (D) Ability to read and interpret plans and specifications;
    - (E) Ability to diagnose violations, unsafe conditions, and hazards in new and existing heating and cooling installations; and
    - (F) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*



**Sec. 29-262-11b. Construction inspector - minimum qualifications**

- (b) The minimum qualifications of a construction inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of three (3) years of experience in building construction; and
  - (3) Demonstration of the following:
    - (A) Thorough knowledge of the materials, methods and techniques used in building construction;
    - (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (C) Ability to read and interpret plans and specifications;
    - (D) Ability to recognize faulty construction or hazardous and unsafe conditions in new and existing installations; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

## **WHERE TO OBTAIN THE STATE BUILDING CODE**

Copies of the State Building Code Supplement and Amendments will be referenced in all modules of the pre-licensure program. The current Connecticut State Building Code consists of the following document which will be provided in Session #101 - **State Building Code 2005 Connecticut Supplement**.

**Also, all modules in the pre-licensure program reference various codes. Depending on the class of licensure there are corresponding codebooks that will be used. You are required to purchase your own code books. These are the model codes required for the pre-licensure courses: (see appendix C for applicability to your chosen program)**

2003 ICC - International Building Code  
2003 ICC – International Mechanical Code  
2003 ICC – International Plumbing Code  
2003 ICC/ANSI A117.1 Accessible and Usable  
Buildings and Facilities

2005 National Electric Code (NFPA-70)  
2003 ICC - International Residential Code  
2003 ICC – International Energy Conservation Code  
2003 ICC – International Existing Building Code

*Available From:*

### **Only ICC Codes:**

#### **International Code Council**

4051 West Flossmoor Rd.  
Country Club Hills, IL 60478-5795  
Tel: 1-888-422-7233  
Fax: 1-205-591-0775  
Web: <http://www.iccsafe.org>

### **Only NFPA Codes:**

#### **National Fire Protection Assoc.**

Batterymarch Park  
Quincy, MA 02269  
Tel: 1-800-344-3555  
Fax: 1-617-770-0700  
Web: <http://www.nfpa.org>

### **All Model Codes Are Available From:**

#### **Amazon**

Amazon.com  
Web: <http://www.amazon.com>

#### **CT Building Officials Assoc.**

c/o Mr. William Fuhrman  
174 Lakes Rd.  
Bethlehem, CT 06751  
Tel: 1-203-266-7935  
E-Mail: [cbrf@snet.net](mailto:cbrf@snet.net)  
Web: <http://cboa.govoffice.com>

#### **Bookmark, Inc.**

13976 Santa Fe Trail Dr.  
Lenexa, KS 66215  
Tel: 1-800-642-1288  
Fax: 1-913-894-1842  
Web: <http://www.bookmarki.com>

#### **Construction Book Express**

Suite 500  
30 Oser Ave.  
Hauppauge, NY 11788  
Tel: 1-800-253-0541  
Fax: 1-800-647-7233  
Web: <http://www.constructionbook.com>

#### **Contractor Books**

12 Old Dock Rd.  
Yaphank, NY 11980  
Tel: 1-631-924-4800  
Fax: 1-631-924-6580  
Web: <http://www.contractor-books.com>

#### **Inspector Tools**

Suite 11  
4848 Colt St.  
Ventura, CA 93003  
Tel: 1-800-895-4916  
Fax: 1-800-895-4917  
Web: <http://www.inspectortools.com/booksother.html>

## **CONTACT INFORMATION**

*All application related questions are to contact the Office of Education & Data Management  
Mail completed application for Building Code Enforcement Licensure Program with supporting  
documents to:*

### **Office of Education & Data Management**

*Business hours are Monday through Friday from 8:00 am to 4:30 pm. EST/EDST*

CT Department of Public Safety  
Office of Education & Data Management, 3-C  
1111 Country Club Road  
Middletown CT 06457-2389  
Attention: Licensure Application Section

Tel (860) 685-8912 or (860) 685-8330  
Fax (860) 685-8611  
Web [www.ct.gov/dps](http://www.ct.gov/dps)

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### **Office of State Building Inspector**

*Business hours are Monday through Friday from 8:00 am to 4:30 pm. EST/EDST*

CT Department of Public Safety  
Office of State Building Inspector  
1111 Country Club Road  
Middletown CT 06457-2389

Tel (860) 685-8310  
Fax (860) 685-8365  
Web [www.ct.gov/dps](http://www.ct.gov/dps)